

GUIDE TO HOSTING AN EJTN ACTIVITY/MEETING

Foreword: this document is meant as a practical guide for those intending to host an EJTN activity (seminars, AIAKOS Programme, THEMIS competition...) or meeting. It covers only the logistical aspects of the organisation of an activity/meeting. Pedagogical aspects are outside of the scope of this document.

Venue(s) information

- The hosting institution will provide logistical information and directions to allow participants to attend the different parts of the activity/meeting, including the networking activity/ies.

Networking activities

- The hosting institution is encouraged to organise a networking activity (dinner) during the EJTN event in order to give participants a room for getting to know each other better and sensitize them to the sense of belonging and part-taking in the building of a common European judicial culture.
- Any social programme other than a meal (i.e. visit) will not be reimbursed by EJTN and should be paid directly by the participants out of the awarded per diem, if not offered by the hosting institution.

National participants

- As laid down in the EJTN Corporate Financial Policy, the costs incurred by national participants may be reimbursed upon request on a real cost basis.
- Procedure:
 - The list of national participants attending the activity should be sent to the EJTN staff member in charge of the organisation of the activity prior to the activity. All national participants should sign the attendance list.
 - After the activity, it is up to the national institutions in the case of the AIAKOS Programme and to participants in case of seminars to collect all the requested documents and substantiated receipts and send them together at once to the finance unit of the EJTN secretariat.
 - The no double funding declaration listing all national participants for whom expenses are claimed should be attached to the requested documents as a proof that the costs claimed by national participants are not borne by their national institution.

Signed attendance list

- For audit purposes, the EJTN secretariat needs a list of attendance signed by all participants (foreign and national participants) for each day of the activity.
- The hosting institution should print a list to be signed by participants sent by the EJTN staff member in charge of the organisation of the EJTN activity.
- The original of the list will either be handed in to the EJTN staff member on spot or sent by post to the EJTN secretariat. A scan copy of the list should also be sent by e-mail.

Accommodation arrangements

- In line with the EJTN Corporate Financial Policy and unless the contrary is exceptionally advertised by the EJTN secretariat, participants are responsible for booking their accommodation.
- The hosting institution is however invited to provide a list of recommended hotels with negotiated prices as well as booking instructions to the EJTN secretariat/participants or to pre-book rooms for them in a partner hotel. The price of recommended hotels should take into account the amount of per diem applicable to the host country (see list of per diem by country in annex).

Meals/coffee breaks arrangements

- Costs covered by EJTN:
 - Meals/coffee breaks organized by the hosting institution can be covered by EJTN through the deduction of the corresponding amounts from the per diem granted to participants;
 - The price of meals should take into account the amount of per diem applicable for the host country (see list of per diem by country in annex). The following limits are applicable for meals invoiced to EJTN:
Lunch: maximum 15-20 EUR
Dinner: maximum: 30-35 EUR
Coffee breaks: 4 EUR
Any contracted services will be subject to the approval of the EJTN secretariat. In all cases, participants will be informed in advance by the EJTN secretariat, or the hosting institution in the case of the AIAKOS Programme, that the corresponding amounts will be deducted from their per diem.
 - In case the meals are offered by the organizing institution, the per diem of participants will be reduced by 15 EUR for a lunch and 25 EUR for a dinner.
- Procedure
 - The hosting institution is invited to provide advice about restaurants around the venue/in the city center in case participants are free to organise their lunches/dinners.
 - In case of organized meals, the related invoices can either be labelled to the organizing institutions and then sent to the EJTN staff member in charge of the organization of the EJTN activity with a claim for reimbursement if costs were first paid by the organizing institution, or it can be labelled to EJTN and sent directly in original format to the EJTN staff member in charge of the organization of the EJTN activity in case the payment is made directly by the EJTN.

Local transport/shuttle arrangements

- Costs covered by EJTN:
 - Shuttle services between the venue and the city center/recommended hotels/airport can be organised by the hosting institution and reimbursed by EJTN upon provision of a proper invoice;
 - Costs for such services will be deducted from the per diem of participants who will be informed before the activity on corresponding amounts to be deducted.
- Procedure
 - The hosting institution shall contact a shuttle service provider and submit the quote to the approval of EJTN before contracting;
 - The invoice relating to the shuttle can either be labelled to the hosting institution and then sent to the EJTN staff member in charge of the organization of the EJTN activity with a claim for reimbursement if costs were first paid by the hosting institution, or it can be labelled to EJTN and sent directly in original format to the EJTN staff member in charge of the organization of the EJTN activity in case the payment is made directly by the EJTN.

Interpretation arrangements

- Costs covered by EJTN
 - A maximum of 1,500 EUR per day (2 interpreters at the rate of 750 EUR per day);
 - A maximum of 500 euros per day for the rent of projection, audio-visual and interpretation equipment;
 - For the AIAKOS Programme, the equivalent of one day of interpretation (ie. 1,500 EUR) maximum can be covered.
- Procedure
 - The hosting institution shall either contact directly interpreters (EN-FR) of its choice or EJTN can contact the interpreters that they use regularly. In the former case, the EJTN secretariat needs to approve the quote before contracting;

- The invoice relating to interpretation services can either be labelled to the organizing institutions and then sent to the EJTN staff member in charge of the organization of the EJTN activity with a claim for reimbursement if costs were first paid by the organizing institution, or it can be labelled to EJTN and sent directly in original format to the EJTN staff member in charge of the organization of the EJTN activity in case the payment is made directly by EJTN.

Invoices content & amount

- The invoices addressed to EJTN shall be issued VAT included except in case they are issued by natural persons not subject to VAT or they are related to EU interpretation services.
- The invoices for EU interpretation services issued by companies/ natural persons subject to VAT, residing out of Belgium should be issued VAT excluded with mention of the VAT exemption reference to the applicable provision of the Directive 2006/112/EC of 28 November 2006 (on the common system of value added tax), or to the corresponding national provision, or any other reference indicating that the supply of goods or services is exempt or subject to the reverse charge procedure.
- All types of invoice shall contain:
 - ✓ the issue date of the invoice and date of supply of goods /services & a sequential number,
 - ✓ the VAT identification number of the supplier and the one of EJTN (BE0863321279),
 - ✓ the full name and address of the supplier and the venue of event,
 - ✓ European Judicial Training Network, Name of EJTN Staff member in charge of the organization of the activity / meeting, Rue du Commerce 123, B-1000 Bruxelles, Belgique,
 - ✓ the quantity and nature of the goods supplied/ the services (reference of EJTN activity),
 - ✓ the taxable amount per rate or exemption, the unit price exclusive of VAT and any discounts or rebates if they are not included in the unit price, the VAT rate applied and the VAT amount payable, except a case of an exemption (see above: interpretation services),
 - ✓ Invoices shall be drafted in English or French.
- All invoice(s) must be received by the EJTN within a month after the end of the event, enabling EJTN to comply with its reimbursement rules. The EJTN failing to receive the invoice within such timeframe, the applicable deductions will be based upon the approved contracted service(s).

EJTN corporate materials (not applicable to AIAKOS Programme)

- EJTN corporate materials will be sent by the EJTN secretariat to the venue;
- It is up to the organising institution to ensure reception of the materials, to keep them solely for the purpose of the activity/meeting and to distribute them to the participants on the 1st day of the activity.

EJTN activity/meeting material (not applicable to AIAKOS Programme)

- For activities, the hosting institution is expected to print training materials as indicated with practical requirements section in the Call for Hosting EJTN activities.
- For meetings, with the exception of the agenda or otherwise timely announced by the EJTN staff member in charge of the meeting, electronic documents will be provided.

Equipped conference rooms (not applicable to AIAKOS Programme)

- The equipped conference rooms for EJTN activities will be provided/secured by hosts as indicated with requirements specific for each activity either through the call for hosting different activities for seminars or when the organiser is contacting the hosting institution for meetings.

ANNEX

List of per diem rates by country (applicable in 2018)

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czech Republic	€ 180
Cyprus	€ 180
Denmark	€ 210
Estonia	€ 150
Finland	€ 190
France	€ 190
Germany	€ 160
Greece	€ 170
Hungary	€ 170
Ireland	€ 200
Italy	€ 180
Latvia	€ 160
Lithuania	€ 150
Luxembourg	€ 180
Malta	€ 160
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovak Republic	€ 160
Slovenia	€ 150
Spain	€ 160
Sweden	€ 200
United Kingdom	€ 210